County Waiver Agency (CWA) Users: Update Approval Status and View Registrations

General Introduction

This guide explains how you, as a county waiver agency (CWA) user, can review, approve, and update the status of provider registrations in the CLTS Provider Registry.

At the end, you will know how to:
- Approve a provider registration.
- Update the approval status of a provider registration.
- View provider registrations.

Logging in to the CLTS Provider Registry

You log into the CLTS Provider Registry by clicking the WAMS Login button.
Next, enter a WAMS ID and password.

Approve or Update Registrations

On the Home Page, click on the tab **Pending County Approvals**.
Next, on the list view, choose View All on the bottom left-hand side.

You can find the pending registration to approve by typing the provider name in the search field or sorting the Provider Name field alphabetically. Once you have located the provider registration you want to review for approval, click on the Registration ID.
Review the information under the **Details** tab.

Review the information under the **Services & Qualifications** tab, including clicking on each Qualification ID.
Select the **County Approval** tab when you have confirmed that the provider meets child-specific training or any other requirements as necessary to fully meet the selected service provider standards. Click the downward triangle next to the registration for your county, and click on the Edit option that comes up.

Select the status and enter a comment if needed (e.g., the provider is qualified for all services or just one). Here **Approved** is selected. Click Save. View Provider Registrations.
View Registrations

On the CLTS Provider Registry home page. To View a registration, start by clicking **Provider Registrations in My County**.

Click a Registration ID to get to its Detail page.
Click **View all** to activate the filter (˅) and sorting (↓) options to manage the view of multiple registrations.

The filters include Registration ID, Business Name, Provider Type, Status, Service(s), and Service Area(s).

Click a Registration ID to get to its Detail page.
The **Detail** tab has the information submitted for the registration, and its approval status.

The **Services & Qualifications** tab features a list of each. Click the ID for a read-only Detail view.
Here is a Detail view of a qualification related to this registration, including the credentials, experience, attestation, and files.

The **County Approval** tab identifies the approvals and status related to that provider. Click the ID for a read-only Detail view.
Here is a Detail view of an approval related to this registration, including its status, and system info.

Notifications About Registrations

You may receive email notifications about providers and registrations in your county.
- A registration is inactivated.
- An initially approved provider has been suspended due to a credible allegation of fraud and/or abuse.
- The suspended provider is un-suspended.

Reapprove Registrations

You will need to reapprove previously fully-approved providers if they submit the following changes to DHS and are initially-approved:
- Changes to Business Name, Tax ID, SSN, or NPI
- Add or edit Services
- Add or edit Service Areas
- Add or edit Provider Types
- Upon full renewal

Summary

This guide covered the following topics:
- View provider registrations.
- Approve a provider registration.
- Update the approval status for a provider registration.
Conclusion

- This concludes the guide on how you, as a CWA user, can view provider registrations and update approval status in the CLTS Provider Registry.
- If you have specific questions concerning provider registrations, please call the CLTS Provider Contact Center at 833-940-1576 or dhsctlspovider@dhs.wisconsin.gov.